

§ 20.302 Filing of documents and other materials.

(a) All documents and material relating to a class II civil penalty proceeding must be filed at the following address: Chief Administrative Law Judge, Commandant (G-CJ), U.S. Coast Guard, 2100 Second St., SW., Washington, DC 20593-0001. Attention: Hearing Docket Clerk. Phone: (202) 267-2940, Fax: (202) 267-4753.

(b) An executed original and one copy of each document (including exhibits and supporting affidavits) must be filed with the Hearing Docket Clerk. One additional copy of each filed document must be filed with the assigned Administrative Law Judge. Copies need not be signed, but the name of the person signing the original must be shown on each copy.

(c) In the absence of the assignment of a case to an Administrative Law Judge, the Administrative Law Judge's copy will be filed with the Chief Administrative Law Judge.

(d) Filing may be made by mail or personal delivery. Other methods, such as facsimile transmission or other electronic means, may be permitted at the discretion of the Hearing Docket Clerk or the Administrative Law Judge.

(e) When the Hearing Docket Clerk determines that a document, or other material, offered for filing does not comply with requirements of this part, the Hearing Docket Clerk may decline to accept the document, or other material, for filing, and return it unfiled. Alternatively, the Hearing Docket Clerk may accept it, advise the person offering it of the deficiency, and require the deficiency to be corrected.

§ 20.303 Form and content of filed documents.

(a) A filed document must identify clearly—

- (1) The title of the proceeding;
- (2) The docket number of the case if one has been assigned;
- (3) A designation of the type of filing (e.g., petition, notice, motion to dismiss, etc.);
- (4) The name and designation of the filing party; and
- (5) The filer's address, telephone number, and facsimile transmission number (if any) and, if represented, the

name, address, telephone number, and facsimile transmission number (if any) of the filer's representative.

(b) All filed documents must be—

(1) 8½ by 11 inches in size except, when necessary, tables, charts, and other attachments may be larger if folded to the size of the filed documents to which they are physically attached;

(2) Printed on one side of the page and be clearly typewritten, printed, or otherwise reproduced by a process that produces permanent and plainly legible copies;

(3) Double-spaced except for footnotes and long quotations, which may be single-spaced;

(4) Have a left margin of at least 1½ inches and other margins of at least 1 inch; and

(5) Bound on the left side, if bound.

(c) All documents must be in the English language or, if in a foreign language, accompanied by a certified translation.

(d) The original of every filed document must be signed by the submitting person or his or her attorney or representative. Except as otherwise provided, filed documents need not be verified or accompanied by an affidavit. The signature constitutes a certification by the signing person that he or she has read the filed document, that to the best of his or her knowledge, information, and belief the statements made in it are true, and that it is not intended to cause delay.

§ 20.304 Service of documents.

(a) A copy of each document issued by the Administrative Law Judge in the proceeding is served upon each party. The Administrative Law Judge shall serve a copy of notices of hearings upon each interested person, as determined under § 20.404. Unless otherwise provided in this part, a copy of each document filed with or issued by the Administrative Law Judge in the proceeding shall be provided to an interested person upon request by the interested person to the Administrative Law Judge.

(b) Unless otherwise ordered by the Administrative Law Judge, one copy of all documents filed with the Hearing